

Date: [Insert Date]

Subject: Confirmation of Right to Work Document Verification

Dear [Employee Name],

This letter is to confirm that [Company Name] has completed a statutory Right to Work check in accordance with government regulations.

On [Date of Check], we reviewed the following original document(s) provided by you:

- [Insert Document Type, e.g., Passport / Share Code Printout]
- [Insert Secondary Document if applicable]

Based on the evidence provided, we have verified your eligibility to work in the United Kingdom. Your status has been recorded as:

- **Work Status:** [e.g., Permanent / Time-Limited Visa]
- **Expiry Date (if applicable):** [Insert Date or N/A]

We have retained copies of these documents in our secure personnel files for the duration of your employment and for the required statutory period thereafter.

Please note that if your immigration status changes or your right to work is subject to an expiry date, it is your responsibility to inform the Human Resources department and provide updated documentation prior to the expiry.

Thank you for your cooperation.

Sincerely,

[Name of Verifier]

[Job Title]

[Company Name]